



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

April 15, 2009

Microdyne Plastics, Inc.
Attn: Tracey Kimberlin, HR Supervisor
1901 E Cooley Dr
Colton, CA 92324

Dear Ms. Kimberlin:

RE: **FINAL MONITORING VISIT REPORT** for Microdyne Plastics, Inc.– **ET08-0446**

Date of the Visit:	11/6/08
Beginning/Ending Time:	1:00 p.m. – 2:30 p.m.
Date of Last Visit:	7/8/08
Visit Location:	Colton, CA
Persons in attendance:	Tracey Kimberlin, HR Supervisor, Microdyne; Judy Lopez, Engineering & Production, Microdyne; Ray Anderson, American Business Concepts; Contractor Rep, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	4/7/08-4/6/09	Agreement Amount:	\$49,686
Training Start Date:	4/8/08	No. to Retain:	49
Date Training must be Completed:	1/6/09	Range of Hours:	8-60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	39

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ETP (04/15/05)

FINAL REPORT SUMMARY:

The Agreement was executed on 4/18/08 and training began on 4/8/08. Your staff reported that all training was completed on 8/26/08 which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 4/6/09.

INTERVIEW WITH THE CONTRACTOR

The Contractor reported that ETP-funded training has increased employees skills in continuous improvement, computer, manufacturing and business skills. The training was directed mainly to floor employees. The ETP program has also formalized Microdyne's training program. Microdyne Plastics, Inc. had no barriers in implementing the ETP project.

PROJECT STATUS

Trainees Started Training:	48
Trainees Enrolled:	52
Dropped Following Enrollment:	4
Completed Minimum Training Hours:	44
Completed Training:	44
Completed Retention:	44

The chart below lists the training hours provided to the 44 trainees tracked on-line who reached the specified benchmarks:

NUMBER OF TRAINEES: (# TRAINEES)	HOURS COMPLETED	PERCENTAGE OF TOTAL ENROLLED
22	8-23.75	50%
4	24-39.75	9%
18	40-60	41%

As of the date of the Monitoring Visit, the Contractor's statistics showed that 44 trainees had completed a minimum of 8 hours of training to qualify for reimbursement. Mr. Swier explained to the contractor that the per trainee reimbursement for class/lab training is based on the total number of training hours completed by each trainee, provided the minimum 8 hours of training and no more than the maximum 60 hours of training are completed, and all other Agreement terms and conditions are met.

The aforementioned 44 retrainees were provided a total of 1399 hours of training. Therefore, Microdyne can potentially earn \$36,374 in reimbursement (73 percent of encumbered funds), if all Agreement terms and conditions are met. As of the date of this report the final contract closeout had been issued and Microdyne had received \$35,217 of which of which \$35,217 is considered earned and approved by ETP.

ATTENDANCE ROSTERS:

During the Monitoring Visit, Mr. Swier randomly selected the attendance records of four enrolled trainees. The review of the records revealed that the four trainees had completed from 26 - 60 hours of class/lab training. The review sample consisted of original daily class/lab attendance rosters for training provided from April 8, 2008 through August 26, 2008. Mr. Swier compared the information in the ETP on-line class/lab tracking system with the attendance rosters to ensure that the information was consistent.

The review of the completed rosters revealed that the information on the rosters was in accordance with Title 22, California Code of Regulations, Section 4442, Record Keeping and consistent with information in the ETP on-line tracking report.

AUDIT:

Microdyne Plastics, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information contained in this letter, please contact Ryan Swier at (619) 686-1902, or e-mail him at rswier@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,



S. Godin for Diana Torres, Manager

San Diego Regional Office

A handwritten signature in black ink, appearing to read 'R. Swier', with a long horizontal stroke extending to the right.

Ryan Swier, Contract Analyst
San Diego Regional Office

cc: Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File